

## **3 FAM 4880 GAINSHARING AWARD PROGRAMS**

*(CT:PER-694; 05-29-2013)  
(Office of Origin: A/LM/OPS/TTM/TR)*

### **3 FAM 4881 GENERAL INFORMATION**

*(TL:PER-485; 09-23-2003)*

*(State Only)*

*(Foreign Service, Civil Service, and Foreign Service National Employees)*

Gainsharing Award Programs offer cash awards in furtherance of the Department of State's policy described in 3 FAM 4812 to encourage individual and group participation in improving U.S. Government operations and service to the public. Gainsharing is the distribution to employees and the Department of savings generated by increased productivity and/or cost-saving initiatives. Gainsharing rewards employees, individually or as a member of a group, for innovations, inventions, or other personal efforts that contribute to the efficiency, economy, or other improvements of U.S. Government operations or achieve a significant reduction in paperwork. In the absence of a relevant Gainsharing Award Program, such contributions may be recognized in accordance with the provisions of 3 FAM 4840, Recognition Awards.

### **3 FAM 4882 AUTHORITY**

*(TL:PER-485; 09-23-2003)*

*(State Only)*

*(Foreign Service, Civil Service, and Foreign Service National Employees)*

- a. The authorities for the Department's Gainsharing Award Programs are found in:
  - (1) Government Employees' Incentive Awards Act, 5 U.S.C. 4501-09, particularly 5 U.S.C. 4503 (1); and
  - (2) 5 CFR Part 451 (Awards).
- b. See also, National Defense Authorization Act for FY 2002 (Public Law 107-107), Section 1116.

### **3 FAM 4883 FREQUENT FLYER GAINSHARING AWARD PROGRAM**

### 3 FAM 4883.1 Program Overview

(CT:PER-694; 05-29-2013)

(State Only)

*(Foreign Service, Civil Service, and Foreign Service National Employees)*

Under the Gainsharing Award Program, the Frequent Flyer Gainsharing Award Program rewards employees for establishing frequent flyer accounts, managing and earning frequent flyer credits, and using the credits earned to obtain free coach or business class (when authorized based on the 14-hour rule described at 14 FAM 567.2-4 tickets for future official TDY travel. Employees who obtain a free coach or business class ticket and use it for official TDY travel will be eligible for an award of 50% percent of the realized savings to the Department of State, but not to exceed \$5,000, calculated on the basis of the lowest available authorized airline tariff for the relevant class of service (using U.S. Government contract (city-pair) fares carrier when available), subject to applicable withholding taxes. Where no U.S. Government contract fare is established, the comparable coach or business class fare is used, based on what the actual fare would have been for the travel in question. An award under this Program may not exceed \$5,000. As set forth in 3 FAH-1 H-4881.2, funds for Frequent Flyer Gainsharing Award Program awards are to be paid out of the funding bureau or post's travel budget from the funds saved.

### 3 FAM 4883.2 Eligibility

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(State Only)

*(Foreign Service, Civil Service, and Foreign Service National Employees)*

Participation in the program is voluntary, and open to full-time, part-time, intermittent, and temporary civil service, foreign service, and foreign service national employees. Employees appointed by the President with Senate confirmation who are serving in an executive schedule position or in a position for which pay is set in statute in reference to a section or level of the Executive Schedule are not eligible. No "senior politically appointed officer" or schedule C employee can receive an award during a Presidential election year.

### 3 FAM 4883.3 Types of Travel Covered

(TL:PER-485; 09-23-2003)

(State Only)

*(Foreign Service, Civil Service, and Foreign Service National Employees)*

Awards under the Frequent Flyer Gainsharing Award Program are based on foreign and domestic TDY travel only for official Department of State business. No other categories of travel are included at this time.

### 3 FAM 4883.4 Limitations and Responsibilities

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(State Only)

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- a. Awards under the Frequent Flyer Gainsharing Award Program based on use of frequent flyer credits to obtain upgrades from coach class to authorized business class travel are not available at this time, due to complicated ticketing processes and airline restrictions on upgrading when using U.S. Government fares.
- b. Awards are not authorized for cost-constructive travel. Only official travel conducted via the authorized, most direct route, will be considered for Frequent Flyer Gainsharing Award Program awards.
- c. In accordance with general limitations on award amounts under the Government Employees Incentive Awards Act (5 U.S.C. 4502), an award under the Frequent Flyer Gainsharing Award Program may not exceed \$5,000
- d. Selection of airlines must always be based on applicable provisions of the Federal Travel Regulations and 14 FAM. The General Services Administration city-pair contract fares that have been awarded to individual airlines must be used (when available) for the traveler's authorized routing. Selection of airlines, flight times, or routes must not be made for the purpose of potentially enhancing or receiving an award.
- e. Each traveler who elects to participate in the Frequent Flyer Gainsharing Award Program is responsible for communicating directly with each airline to establish his or her frequent travel promotional benefits account. Any associated costs, such as a fee for establishing the account, maintenance fees, fees associated with route alteration, ticket issuance or re-issuance, or non-use of the ticket are to be paid by the traveler, and are not reimbursable expenses.

NOTE: A traveler who obtains a "free ticket" that ultimately is not used for official travel (e.g., because the trip is cancelled or the date or routing is altered in a manner that prevents use of the "free ticket") is responsible for the ticket and any associated costs, including any costs associated with cancellation of the ticket and reinstatement of "mileage" or "credits" in the employee's account balance.

### 3 FAM 4883.5 Procedures

(TL:PER-485; 09-23-2003)

(State Only)

(Foreign Service, Civil Service, and Foreign Service National Employees)

Procedures and guidelines implementing these regulations are published in 3 FAH-1 H-4881.

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## **3 FAM 4884 THROUGH 4889 UNASSIGNED**

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